

Come work at CDSS where . . .

People come First!

Would you like to be part of an innovative driven team?
Do you want a profession that is meaningful and
impacts the lives of people?

You can.

**At the California Department of Social Services,
Administration Division**

Executive Assistant

EMPLOYMENT OPPORTUNITY

Our mission is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The Administration Division is an energetic and visible organization that provides support services to CDSS' core programs. We are looking for a highly motivated, self-directed individual to be the assistant to the Deputy Director.

Typical duties of the Executive Assistant include: maintaining the Deputy Director's calendar; scheduling meetings; answering and routing incoming phone calls from various entities inside of state government and from the public; maintaining electronic and manual filing systems and assignment logs; and proofing memos and letters for the Deputy Director and Directorate signature.

Proficiency in Microsoft Office Programs such as: Word, Excel and Outlook are required. The ability to organize information, communicate effectively both verbally and in writing, work independently, possess effective interpersonal skills, and maintain confidentiality are also required.

Candidates who previously applied need not reapply.

Final File Date: Until filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Rebecca McCann
(916) 657-2436
744 P Street, MS 8-17-10
Sacramento, CA 95814

